



INDIVIDUAL INCOME TAX BOOKS & RECORDS AUDITOR

This entry level position will join a group of about 5 revenue auditors that perform full-scope books and record audits on individual income tax returns. You will learn the functions associated with field auditing, Wisconsin individual income tax laws and procedures, audit techniques, and effective approaches to interacting with taxpayers. After the initial training period, auditors will work independently to complete audits. Travel to the taxpayer's location may be required.

Activities include:

- examining multiple years or periods of tax returns and credit claims for proper application of the Internal Revenue Code and Wisconsin tax laws
- examining books and records of multiple years or periods for proper application of the Internal Revenue Code and Wisconsin income tax laws to accurately determine the correct tax liability
- receiving additional information from taxpayers when needed
- documenting your work using working papers and reports
- handling appeals and taxpayer complaints
- providing taxpayer assistance and education
- assisting with tax program updates and improvements
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities successfully, office auditors will:

- effectively communicate, both written and verbally
- perform extensive research
- write technical documents
- attain technical knowledge related to audit projects
- know and understand policies and procedures to complete audit projects
- prioritize tasks, remain organized, and manage time effectively
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines